

COMMISSIONERS APPROVAL

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TAYLOR (Clerk & Recorder)

Date.....February 22, 2006

Members Present.....Commissioner Greg Chilcott,  
Commissioner Betty Lund and Commissioner Alan Thompson

Minutes: Sally Fortino

The Board of County Commissioners met for a Department Head Meeting. Joe Frolich facilitated. Present were: Lori Rodrick, Juvenile Detention Center; David Ohnstad, Road and Bridge Department Supervisor; Bryce Christiaen, Weed Department; Nedra Taylor, Clerk & Recorder; Brian Jamison, Maintenance; Rob Johnson, Extension Service; Ken Miller, GIS; Karen Hughes, Planning Department; Theresa Blascievich, Environmental Health; Skip Rosenthal, Human Relations; Joanne Johnson, Treasurer; Mary Sawyer, Clerk of District Court; Becky Hakinson, Road Department; Karen Mahar, County Attorney; Joanna Hamilton, 911; and Kathleen Siegle, Job Service

The department heads discussed work being done on the County Logo so that it can be used on stationery, business cards, etc. Theresa said they took a picture of the logo on the floor of the lobby. They have money for a brochure and have secured a grant. They want the project to produce a logo that will be as distinct in black and white as it is in color. Karen Hughes suggested that there is still a need for a graphic artist. Joe said he would email an example to all departments. Theresa said it has to go out by the end of the week. Commissioner Lund said we should try to work through Theresa's grant; if that proves unsuccessful, we will go to another graphic artist. Theresa said there are several versions; some reduce better than others.

Karen Hughes said her questions about the motor pool had been answered. Joe asked David for an overview of the motor pool. David said there are four vehicles, with three assigned to Environmental Health.

There are standard rates for each vehicle. The Taurus station wagon is assigned to the Commissioners' office. Other vehicles can be incorporated into the pool. Rates are 35-45 cents per mile, plus gas, differing with each vehicle. Fuel is available at Cenex stations; the card will work at any of their stations, but some offer a discount to the County. David said it doesn't make sense to have a motor pool and have employees run personal mileage.

Skip asked about the rationale behind a vehicle pool. David said the Board of County Commissioners established the vehicle pool, which may grow or shrink, depending on usage.

Rob suggested having a credit card established for each vehicle; when a vehicle is taken out of this area a credit card works better than a Cenex card. David said cards have to be assigned to an individual, not a car.

Commissioner Lund said she does not have a card, so should she take the car to the Road Department for fueling. David said the fueling area is in the back of the equipment yard, on the honor system right now.

Karen Hughes asked if all the 4-wheel drive vehicles are assigned to Environmental Health. Theresa said they are, but are usually not out in the morning.

David said the pool has no purpose if the cars don't get used.

Kathleen said the Job Service is hosting a seminar on March 23<sup>rd</sup>, with morning and evening sessions. Steve Beck, a nationally known motivational speaker, will lead the seminar. The Job Service has not addressed this topic in three years. The seminar will be held at Marcus Daly Hospital, Conference Room C. The cost for an individual is \$40; for two or more people from one business the cost is \$35 per person. March 10<sup>th</sup> is the deadline for registration.

Skip stated that, in his research into photo I.D. cards for employees, he found that MACo has a machine to create the card, at a charge of \$5 each. They provide a digital camera to photo new hires. Skip said it is a good idea to issue I.D. cards. They are often needed for proof of employment when applying for reduced rates while traveling, and are a form of security common to such employment. The County could purchase its own machine with all the necessary accessories, for less than \$1,000, and the County should have its own equipment. If MACo's equipment were used, the County would need to await the return of the cards, whereas having its own equipment would facilitate immediate issuance of the cards to new hires. The cards, like building and office keys, would be surrendered when the individual left the County's employ. Presently, a record of all employees who hold keys to the building is kept in the Personnel office.

Karen Mahar said there is no such coordination in the main Courthouse. Brian advised against duplicating keys. The problem should be addressed.

Commissioner Chilcott said the Sheriff's Department issues its own I.D. cards.

Skip presented a card issued by the Sheriff's Department, stating that it is just a picture glued on the card and laminated. He said that machines are available to add bar codes also. As people go into the field it is a piece of official I.D. The County could buy the necessary equipment (printer, software, and digital camera) for what it would cost to get everyone a card. Karen Mahar and Commissioner Lund agreed it is a good idea.

Jana Exner arrived at the meeting.

Glenda raised the question of business cards, and said they are needed immediately. Commissioner Thompson will require well-done business cards for his trip to Washington, D.C. Commissioner Lund suggested the logo be on business cards. Alan said he would probably need four dozen just for his trip. Commissioner Chilcott said the logo should be done once and done right.

Karen Mahar asked about the ventilation system in the Courthouse. She said the newspaper article has caused quite a stir, and wonders who is fielding questions about it. Commissioner Chilcott said questions have been raised about the possible presence of mold spores. Theresa said the testing did not include tests for mold spores because the humidity is so low. If you don't see mold you are probably wasting time to test for it. Skip said low humidity is more likely to be a problem. Someone asked him about asbestos, but it was properly removed when the renovation took place, and there is none present in the building now.

Commissioner Thompson said he attended a presentation in Great Falls on energy savings companies and the audits they offer. An audit on a 50,000 square-foot building must prove that the savings generated by their suggested improvements will be greater than the energy being used at the time of the audit. He suggested an RFP be put out for an audit of the Administration Building, the Courthouse, and the museum, since the County pays the energy bill for the museum. The audit would examine the present heating system, the windows, etc. He gave the brochure to Skip, commenting that the County needs consistent energy as cheap as possible. He suggested this would be a permanent fix, which would be better than a stopgap measure to fix the ventilation system. Commissioner Thompson suggested the audit be done within the next six months. Karen Mahar agreed. Commissioner Thompson said it must be proven that the client will save energy dollars. Nedra said it must be similar to the home audits, where the homeowner pays back so much each month. Commissioner Thompson said the Courthouse might require a completely new heating system.

Nedra asked if arrangements could be made to wash the outside of the windows in her office. They get cloudy as a result of an exhaust fan near them. Brian said the County could get additional equipment needed for the Maintenance Department to handle the problem, or contract with a window-washing firm.

Skip said he got an email about new computer virus, and asked Joe if the County computers could be affected. Joe explained that County computers have a 2-tiered virus protection, which is updated daily. Since installation of the Panda antivirus there have been no major outbreaks. The State thought we had some viruses, but we didn't. We are well protected.

Next meeting: March 22<sup>nd</sup>. Ken Miller, GIS, facilitating.